



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday August 5, 2015
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele
Pledge of Allegiance – Led by President Steele
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of July. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report – No Report

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Lea Castleberry, Deputy Chief of Staff - Provided an update of several projects surrounding Discovery Bay.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – General Manager Howard provided an update

4. Special Districts Report** – No Report

***These meetings are held Quarterly*

E. PRESENTATIONS

1. Record Retention Review

Executive Assistant Heini – Provided an update for the record retention

2. Capital Improvement Program Update

District Engineer Harris – Provided an update for the Capital Improvement Program

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of workshop meeting for July 15, 2015

2. Approval of DRAFT minutes of regular meeting for July 15, 2015

3. Approval of DRAFT minutes of regular meeting for July 30, 2015

4. Approve Register of District Invoices

5. Discovery Bay Boulevard Roadway Banners – American Hero's

6. Approve and Adopt Resolution No. 2015-15 Allowing Preliminary Project Expenditures to be Reimbursed from Bond Moneys

Motion by: Vice-President Pease to approve the Consent Calendar

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0

G. BUSINESS AND ACTION ITEMS

1. Proposed Skate-Park

General Manager Howard – Provided the details of item G-1.

Discovery Bay Community Foundation Mattison – Provided additional details regarding the Skate-Park. There were 7 Public Comment Speakers. There was discussion between the Board and the General Manager. Information regarding the Skate-Park will be brought back to a future meeting by Discovery Bay Community Foundation Mattison.

2. Use of Town Owned Equipment for Local Non-Profits

General Manager Howard – Provided the details of item G-2. There was discussion between the General Manager, Legal Counsel, and the Board. There was one Public Comment Speaker. Staff to create a DRAFT Policy and bring back to the Board at a future date.

3. Award of Contract to Koff and Associates to conduct a Classification and Compensation Study

General Manager Howard – Provided the details of item G-3. There was discussion between the General Manager, Legal Counsel, and the Board.

Motion by: Vice-President Pease to award contract to Koff and Associates to conduct a Classification and Compensation Study in an amount not to exceed \$15,048.00 and authorize the General Manager to execute contract documents.

Second by: Director Leete

Vote: Motion Carried – AYES: 3 – Vice-President Pease, Director Graves, Director Leete, NOES: President Steele, ABSTAIN: Director Simon

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Provided the details of the East Contra Costa County Fire Protection District meeting on August 3, 2015

President Steele – Provided the details of the Byron Union School District meeting on July 16, 2015

J. MANAGER'S REPORT – Discussion and Possible Action

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Provided an update on the new website. Reminder that the August 19, 2015 meeting is cancelled; also starting vacation as of August 6 and will be gone for approximately two weeks.

There was a discussion regarding recycled water, the Hoffman lawsuit, and the transfer of the parks.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Finance – Meeting on August 26 at 4:00 p.m.

2. Communications

3. Parks and Recreation – Parks and Landscape Manager, Brian will give an update at the regular meeting on September 2.

4. Water and Wastewater – Meeting on August 26 at 2:00 p.m.

5. Waterways

N. CORRESPONDENCE – Discussion and Possible Action

None

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. Employee Performance Evaluation Closed Session - General Manager Rick Howard

Q. ADJOURNMENT

The meeting adjourned at 8:45 p.m. to the next regular meeting of September 2, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-11-15

<http://www.todb.ca.gov/agendas-minutes>